

# What is Protected Information?

---

New rules for electronic filing define some personal information as *protected*. This information shouldn't be included public documents that are filed unless it's required by law or is material to the case.

## What information is protected?

- Social security numbers
- Financial account numbers
- Dates of birth
- Names of minor children
- Individual taxpayer identification numbers
- Personal identification numbers
- Other unique identifying numbers

When any of these listed items must be included in a public document that is filed, it must be "redacted".

## How to Redact Protected Information?

When you are creating a document to file and you must include protected information, include only a portion (the 'redacted' version) – of the protected information in the document (see Rule 16.605 for details) and then fill out and file a Protected Information Disclosure along with the document.

If you are filing an original document such as a birth certificate, mortgage document or will that contains protected information, file the original document containing the full data, and then create a "redacted" copy of the original document with the protected information blacked out. File the original and then file the redacted copy as a Redaction document type.

## Additional Information that may be Redacted

While it's not required, the following information can be treated as protected without a judge's order.

- Driver's license number
- Information concerning medical treatments or diagnosis
- Employment history
- Personal financial information
- Proprietary or trade secret information
- Information concerning a person's cooperation with the government
- Information concerning crime victims
- Sensitive security information
- Home addresses

## Remember the Following

- Don't include protected information unless it's required by law or material to the case
- When protected information is included, redact it and file a Protected Information Disclosure form
- Do not redact protected information from documents that are confidential or sealed
- There may be sanctions imposed on you if you purposefully include unredacted protected information in your public documents